

DIANE HUDSON BURNS

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CAREER MANAGEMENT STRATEGIST • LEADERSHIP & TALENT MANAGEMENT COACH CERTIFIED PROFESSIONAL RESUME WRITER • OUTPLACEMENT SPECIALIST

Areas of Expertise: Military Transitions | Federal Résumé Design & Application Procedures | C-Suite Executives | Professionals | Vocational Specialties | Training (Train-the-Trainer) | Job Search-Proofing

- **Design and compose** stunning résumés and **collateral career search documents** that represent the strengths, style, philosophy, and personality of scores of diverse clients annually, positioning clients for successful employment/ position placement. Help build client confidence.
- **Multi-credentialed leader in the careers industry:** provide expert interviews on résumé writing and job search topics for major newspapers and periodicals; speak at careers industry conferences; published in over 30 books and periodicals; article writer for national and industry journals and periodicals; 2-time *award winning résumé writer*. Remain current with industry requirements.
- **With a global perspective**, having lived overseas for 12 years (and a stint outside of Washington DC for 5 years), deliver savvy solutions and career management tools for *career change, career search, and career development*, empowering clients and ensuring job search-proofing.

'Savvy, Articulate, Succinct', says Diane's clients, when they describe her work.

CAREER COACHING & EMPLOYMENT CONSULTING EXPERIENCE

President / Career Management Strategist / Writer
Career Marketing Techniques, Germany, Maryland, Idaho

1989 - present

Own and operate a professional career coaching and résumé design service. Maintain a web site and conduct virtual services for global clients.

Write captivating and well-mapped career marketing documents for clients; coach clients to career success. Develop comprehensive career management strategies. Provide a full pallet of career management tools including résumés, cover letters, and other career search documents; career assessment testing; interview training, and career development planning.

- Consultant, career coach, and résumé writer for full-service outplacement companies and specialized careers industry service providers including CareerBuilder. Write for and coach executive-level Subject Matter Experts in science, law, academia, business, engineering, IT, logistics, security management, medicine, administration, the military, and many other professions, maintaining a high level of confidentiality.
- Present workshops, seminars, and serve as speaker and industry expert/panelist at major careers industry conferences; In-service/Outplacement consultant to companies; and local career and vocational services trainer for job fairs, association meetings, high schools, and military bases.
- Train, coach, and mentor résumé specialists/business owners in the development of business plans, mission statements, and goals. Designed, wrote the 500+ page manual, and performed for 6 hours of video-taping for the [Certified Professional Career Coach](#) program, as the program creator and facilitator (Professional Association of Résumé Writers and Career Coaches).
- Write articles for publication to professional journals, newsletters, magazines, and paper and electronic periodicals as a freelance writer. Compose press releases and other marketing materials. [Published in 30+ books](#) including chapter author in two books.

Internal Recruiter / Employment Specialist**Northrop Corporation, Los Angeles, CA**

1988 - 1989

- Recruited to establish, design, and implement a background investigation / reference check program for employment applicants in the personnel / employment office. Wrote manuals and procedures, and developed all interview questions. Reviewed the program and interview questions with legal department. Served as a representative of the Division in high-level meetings. Trained staff.
- Received and reviewed hundreds of résumés and applications weekly; wrote and posted vacancy announcements.
- Recruited, contacted and interviewed candidates, conducted employment testing, set up interviews with hiring managers, determined salaries and extended offers of employment; negotiated salaries.
- Collaborated with security specialists for clearances and subject interviews; and medical team for drug testing.
- Hired, oriented, and guided new employees – from administrative staff to senior program or security managers.

PREVIOUS EMPLOYMENT**Special Agent/Investigator****Defense Investigative Service, Los Angeles, CA**

- Held a TOP SECRET Clearance. Conducted extensive in-field security background investigations on individuals required to obtain government clearances.
- Conducted in-depth interviews and wrote detailed reports. Maintained liaison with courthouses, record departments, local security agencies, and major corporations.

Server, Blue Bayou & Café Orleans Restaurants, Disneyland, Anaheim, CA

EVENTS MANAGEMENT**Vice President (Executive Board) (Pro-bono work)**

2005 - 2006

Conference Coordinator

2003 - 2005 & 1996 - 1998

European Executive Board, PWOC, U.S. Army-Europe, Germany

Elected into positions as Vice President and Conference Coordinator of the European Executive Board of PWOC, a U.S. Army chartered organization with 54 chapters and 1000+ members. Served on an executive board of 12 and myriad other committees, set and monitored conference budgets worth \$200K, and coordinated contracts with hotel management. Attended quarterly board meetings, managing business-related functions for the organization.

- Chaired conference coordination for 6 major European-wide conferences with up to 600 participants. Coordinated with 10 regional presidents throughout Europe. Monitored the selection of notable/published keynote speakers from the United States, oversaw registration activities, hotel arrangements, and contracting.
- Recruited, selected, coordinated, and managed 35 individual workshop leaders. Wrote and designed conference and marketing materials. Led leadership pre-conference meetings and sessions, and hosted each conference. Greeted and hosted VIPs.

Continued...

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- Traveled to local chapters as an invited keynote speaker for meetings and area conferences (Japan, Germany, the Netherlands, and USA).
 - Invited to attend and present at a special international-level conference created for leadership; prepared and delivered a 3-hour session for international leaders from 9 military regions around the globe, January 2006, Washington, DC.
 - Rewrote the European Executive Standard Operations and Procedures Manual. Served as an advisor and consultant to members throughout the organization.
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EDUCATION

- **Bachelor of Science in Journalism**, California State Polytechnic University, Pomona, California, 1985
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PROFESSIONAL DEVELOPMENT & CREDENTIALS

- Veteran Pro, www.job-hunt.org, 2008
 - CareerBuilder (Career Transitions Career Coach), 2007
 - Certified Leadership & Talent Management Coach, Career Coach Academy, 2006
 - Certified Professional Career Coach, 2005
 - Certified Federal Job Search Trainer & Counselor, 2003
 - Certified Career Management Coach, 2002
 - Certified Employment Interview Professional, 2001
 - Credentialed Career Master, 2000 - present
 - Certified Professional Résumé Writer, 1998
 - Internationally Certified Job & Career Transition Coach, 1999
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ASSOCIATIONS

Professional Association of Résumé Writers & Career Coaches, 1995 - present

- Board of Directors...Career Coach | International Résumé Review Committee | Monthly Columnist | Winner "Best Executive Resume Package" | Keynote Speaker, Annual Conferences | Creator/Facilitator, Certified Professional Career Coach program

Career Master's Institute, 2000 - present

- First-ever Credential Career Master | Career Mastery Award, January 2007 | Newsletter Contributor | Presenter, First Annual Career Master's Institute Conference, Toronto, Canada, 2000 | Webinar Leader